

MEMORANDUM OF AGREEMENT

BETWEEN

THE UNIVERSITY OF KENTUCKY COLLEGE OF EDUCATION,
DEPARTMENT OF EDUCATIONAL, SCHOOL, AND COUNSELING PSYCHOLOGY

AND

AGENCY NAME: Lexington-Fayette Urban County Government, Department of Homelessness Prevention and Intervention

AGENCY ADDRESS: 200 East Main Street, Lexington, Kentucky, 40507

FOR

COOPERATIVE EDUCATIONAL PRACTICUM PROGRAM FOR
EDUCATIONAL, SCHOOL, AND COUNSELING PSYCHOLOGY STUDENTS

Whereas the University of Kentucky College of Education, Department of Educational, School, and Counseling Psychology, hereafter referred to as the University,

And the Lexington-Fayette Urban County Government Office of Homelessness Prevention and Intervention (hereafter referred to as the Agency), have decided to establish a cooperative educational practicum program for Educational, School, and Counseling Psychology students of the University, the parties hereby agree as follows:

I. RIGHTS AND RESPONSIBILITIES OF THE UNIVERSITY:

The University shall have the following rights and responsibilities:

1. Assigning faculty to work with the Agency.
2. Assigning students in a Research Intern and Specialist Intern capacity acceptable to the Agency, including termination of placement.
3. Planning student experience in consultation with the appropriate Agency personnel.
4. Orienting Agency personnel to the Department of Educational, School, and Counseling Psychology and its educational programs.
5. Evaluating student performance in consultation with the appropriate Agency personnel.

II. RIGHTS AND RESPONSIBILITIES OF THE AGENCY:

The Agency shall have the following rights and responsibilities:

1. Providing supervised field practicum to students.
2. Providing adequate facilities for students accepted by it for placement.
3. Cooperating and consulting with the appropriate faculty in planning, supervising, and evaluating student experience.
4. Informing the University of any specific requirements or conditions for students acceptable to it.
5. Terminating students' practicum in consultation with the appropriate College faculty.

III. RIGHTS AND RESPONSIBILITIES OF STUDENTS:

1. Students activities will be in accordance with Job Descriptions attached hereto as Exhibit "A" for the two positions: (a) Research Intern and (b) Specialist Intern as approved by the appropriate College faculty and Agency personnel.
2. Students participating in the practicum are not employees of the Agency but are paid wages through the University as provided by the Agency.
3. Students shall work ten hours per week and receive a monthly stipend of \$1333.33.

IV. FINANCE:

Each student shall be paid \$1333.33 per month for their work with the Agency.

V. LIABILITY:

Claims for damages sustained to either person or property as the proximate result of negligence of the University of Kentucky, its officers, agents or employees while acting within the scope of their employment are governed by the provisions of KRS 44.070 et seq. The University of Kentucky maintains general liability insurance for each student in every practicum.

VI. AFFIRMATIVE ACTION:

The University of Kentucky is an equal opportunity educational institution, and the Agency agrees not to discriminate in employment, provision of benefits or otherwise on account of race, color, creed, age, sex, national origin, religion or handicap.

VII. PERSONAL INFORMATION SECURITY:

To the extent Agency receives Personal Information as defined by and in accordance with Kentucky's Personal Information Security and Breach Investigation Procedures and Practices Act, KRS 61.931, 61.932 and 61.933 (the "Act"), Agency shall secure and protect the Personal Information by, without limitation: (i) complying with all requirements applicable to non-affiliated third parties set forth in the Act; (ii) utilizing security and breach investigation procedures that are appropriate to the nature of the Personal Information disclosed, at least as stringent as University's and reasonably designed to protect the Personal Information from unauthorized access, use, modification, disclosure, manipulation, or destruction; (iii) notifying University of a security breach relating to Personal Information in the possession of Agency or its agents or subcontractors within seventy-two (72) hours of discovery of an actual or suspected breach unless the exception set forth in KRS 61.932(2)(b)2 applies and Agency abides by the requirements set forth in that exception; (iv) cooperating with University in complying with the response, mitigation, correction, investigation, and notification requirements of the Act, (v) paying all costs of notification, investigation and mitigation in the event of a security breach of Personal Information suffered by Agency; and (vi) at University's discretion and direction, handling all administrative functions associated with notification, investigation and mitigation.

VIII. TERM OF AGREEMENT:

This agreement shall be effective September 1, 2018 and terminate May 31, 2019. The agreement shall be reviewed annually by the two parties. Subject to such revisions as are mutually agreeable at the time of annual review, submitted as written amendments to modify this agreement, the duration of the agreement shall be continuous. Either party may terminate the agreement at the end of any academic semester (as measured from the date of execution) upon written notice at least three months in advance.

IX. SIGNATURES:

In Testimony whereof, Witness the duly authorized signatures of the parties hereto.

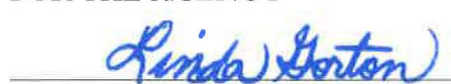
APPROVED BY:

FOR THE UNIVERSITY



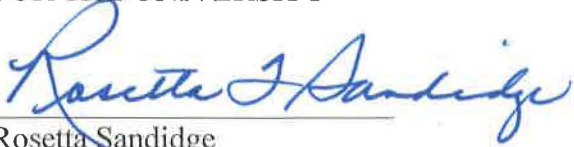
David Blackwell, Provost

FOR THE AGENCY



RECOMMENDED BY:

FOR THE UNIVERSITY

A handwritten signature in blue ink that reads "Rosetta Sandidge". The signature is written in a cursive style with a large initial "R".

Rosetta Sandidge
Interim Dean, College of Education

FOR THE AGENCY

A handwritten signature in blue ink that reads "Linda Gorton". The signature is written in a cursive style.

EXHIBIT A

MAYOR JIM GRAY



LEXINGTON

POLLY RUDDICK
DIRECTOR
HOMELESSNESS PREVENTION & INTERVENTION

UK College of Education

College of Counseling Psychology

Office of Homelessness Prevention and Intervention

Homelessness Research Intern

The Research Intern works with the OHPI Director to answer key questions around homelessness and its solutions. The Intern will utilize data and research from homelessness and related areas including housing, employment, behavioral health, corrections, child welfare, poverty and race. They will examine data and research to identify and monitor trends in homelessness, and will maintain solid and accessible information on the prevalence and demographics of the problem, and the characteristics of homeless people. They will also develop information on solutions to homelessness. The Intern will work closely with the OHPI staff.

Specific Tasks Include

- Analyze quantitative and qualitative data for inclusion in research reports and best practice profiles/case studies. This includes manipulation of datasets, including Census and other federal data.
- In partnership with OHPI staff, draft and edit research reports, policy briefs, best practice profiles, and other educational materials on homelessness, populations at-risk of homelessness, affordable housing and other related issues.
- Review current and related research and policy literature to stay abreast of emerging studies, reports, and promising practices focused on homelessness.
- Work with OHPI staff to disseminate research and data to the media, the public, and a broader audience of opinion leaders using methods such as social media posts and email newsletters.

What a Successful Candidate Will Need

- A strong interest in homelessness, housing, and/or poverty. Previous research experience in the areas of homelessness and housing issues a plus.



- Strong writing and analytical skills, including the ability to conceptualize reports, papers, and short form information pieces; to draw policy and practice implications from data and research; and to summarize academic research.
- Experience using statistical packages (e.g., SAS, SPSS) and Microsoft Excel to conduct quantitative analysis -required.
- Experience using software and online services, such as GIS (ArcView, MapInfo), Google Maps/Visualizer, or Tableau, to visualize data, preferred.
- Excellent organizational skills, attention to detail, work on multiple projects at once, and meet deadlines.
- Excellent interpersonal skills – this position requires constant communication and collaboration with OHPI staff and others.
- Commitment to the goal of ending homelessness in Lexington.

Reports To

Director, Office of Homelessness Prevention and Intervention





UK College of Education
College of Counseling Psychology
Office of Homelessness Prevention and Intervention
Homelessness Specialist Intern

The Specialist Intern works with the OHPI Continuum of Care Coordinator to further refine and improve its annual Point In Time Count of people experiencing homelessness. This complicated count requires in-depth coordination and analysis to ensure all people are counted and properly recorded and reported so that Lexington can track overall progress in reducing homelessness and identify areas of need. The Intern will examine data from the Point In Time Count and research to identify and monitor trends in homelessness, and will maintain solid and accessible information on the prevalence and demographics of the problem, and the characteristics of homeless population. The Intern will work closely with the OHPI staff and community partners.

Specific Tasks Include

1. Conduct best practices research and recommend policy revisions to Fayette County Point In Time Count methodology, including writing updated process document and securing Continuum of Care Board approval.
 - a. Revise existing methodology and secure adoption by Continuum of Care board.
 - b. Conduct best practices review of similar communities and consult results and feedback from prior years.
 - c. Incorporate changes into revised methodology and present to CoC board for approval.
2. Serve as lead for conducting Lexington's annual Point In Time Count of people experiencing homelessness including recruitment, coordination and training of volunteers, and securing necessary in-kind donations.
 - a. Recruit volunteers and secure in-kind donations of materials for unsheltered count.
 - b. Train shelter staff members and volunteers and conduct count in January 2019.
3. Plan and conduct 2019 Point In Time Count and compile results for public distribution and submission to U.S. Department of Housing and Urban Development.
 - a. Coordinated with shelters and other housing programs to compile results and disseminate to HUD and the public.



4. Conduct debrief of 2019 PITC and recommend process improvements for 2020.
 - a. Interview and survey PITC volunteers and shelters and compile feedback on 2019 process.
 - b. Propose recommended changes for 2020 count.
5. Assist with development and implementation of program performance monitoring and evaluation tools for federal Continuum of Care and all locally funded homeless programs.
6. Conduct necessary research to support grant development for federal homelessness funds including identification of best practices.

What a Successful Candidate Will Need

- A strong interest in homelessness, housing, and/or poverty. Previous research experience in the areas of homelessness and housing issues a plus.
- Strong writing and analytical skills, including the ability to conceptualize reports, papers, and short form information pieces; to draw policy and practice implications from data and research; and to summarize academic research.
- Experience using statistical packages (e.g., SAS, SPSS) and Microsoft Excel to conduct quantitative analysis -required.
- Experience using software and online services, such as GIS (ArcView, MapInfo), Google Maps/Visualizer, or Tableau, to visualize data, preferred.
- Excellent organizational skills, attention to detail, work on multiple projects at once, and meet deadlines.
- Excellent interpersonal skills – this position requires constant communication and collaboration with OHPI staff and others.
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Reports To

Continuum of Care Coordinator, Office of Homelessness Prevention and Intervention



